



CAMP MANSFIELD 2020 PARENTS' HANDBOOK



*We Make
Happy Campers!*



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Summer 2020

Dear Parents, Guardians and Campers:

On behalf of the Town of Mansfield Parks and Recreation Department, I would like to welcome you to Camp Mansfield. Our Camp Staff are excited to spend time with you and your children this summer and have been busy planning and preparing for Camp Mansfield 2020. Each camper's social, emotional and physical well-being is our top priority. Remember at Camp Mansfield, *"We Make Happy Campers!"*

This Parent Handbook is designed to help you learn about how Camp Mansfield is operated and what your child's experience might entail. It offers an opportunity to see a sample schedule and become familiar with our policies and procedures which are designed with your child's safety and well-being in mind. The sample schedule is a snapshot of what we offer at camp. A copy of the actual session schedule will be issued to you on the first day of each session. Please read over all enclosed information to help your child have the best experience possible.

Camp Mansfield will start on June 29th and end of August 14th. During the last week of camp, August 10th – 14th if there is inclement weather campers will have camp at Vinton Elementary School.

Again, welcome to Camp Mansfield! If you have any questions, concerns or would just like to talk camp, please feel free to call, email or stop by the Community Center to speak with me or any of the Parks and Recreation Department staff.

Sincerely,

Jared Redmond
Camp Director/Recreation Coordinator



MANSFIELD

CONNECTICUT

Community Center

Camp Update - Keeping Our Campers Safe!

Dear Camp Mansfield Families,

Our staff have been working hard on our developing procedures, guidelines and lesson plans to include additional health and safety precautions that are required by the state and local health officials, Centers for Disease Control and Prevention (CDC), and CT Office of Early Childhood (OEC). As a result, Camp Mansfield will look a little different this year but we are pleased to offer children an opportunity to spend time outdoors and engage in a healthy social, recreational, and educational experience! As we continue to adjust our schedules, camps, and program flow to support the new rules and guidelines, we are happy to announce a modified version of our traditional camp experience for children Grades 1 -8 starting Monday, June 29.

In an effort to ensure the safest environment for our children and staff, and to meet mandates passed down by the OEC, there will be several changes to the camp experience. Please see our "Staying Safe at Camp: What to Expect" Handout and a summary of the camp changes as well as basic care information to be implemented below:

Changes to the Program

- Adventurers (grades 7&8). No field trips or overnights for adventurers due to protocols. Should this change over the summer, we will let you know. Adventurers will participate in regular camp activities and some extended hikes on grounds and neighboring town parks within walking distance. The fee will be adjusted to be the same rate as the Explorers campers (209.00 per session for residents, 219.00 for non-residents)
- Counselor-In-Training program is canceled
- Camp Care (before and after camp care) is canceled
- Session 1 is canceled (June 24-June 26)
- A minimum of 34 campers must be enrolled each session to hold a camp session.

Specialty Camps

- All half day options for specialty camps are canceled
- Please check [HERE](#) for a full list of canceled and/or modified specialty camps
- Some of the same health and safety changes will be implemented at our specialty camps also. Please visit www.mansfieldcc.com for continued updates.

Camper Sign-in & Sign-Out

- Two step process – all mandatory health screening will be conducted in vehicle, then the camper guardian will park in designated parking area, and walk the camper to their specified group area to be signed in

- Only staff, members, registered participants and guardians (if deemed necessary by staff) will be permitted into the camp facility
- Campers will not come in contact with other groups at sign-in/sign-out, or during the day

Camp Registrations

- There will not be a mini-session camp June 24-26
- The first one week camp session will run June 29-July 3 and conclude with session 7 the week of August 10-14
- All campers must be preregistered and have completed registration and health forms on file
- No walk up registrations will be permitted. No rolling registrations during the camp season will be permitted. Registrations for each session must be completed by the Wednesday in advance of the next session
- Unfortunately Camp Care (before and after camp extended care) cannot be offered this year. Camp hours are 9:00am-3:00pm

Capacity Limitations

- Camp groups will be limited to no more than 10 campers. When indoors, groups/pods of 10 will be assigned their own room space.

Health Screenings

- Before being permitted into the camp area for the day, all staff and children will be screened using a touchless thermometer for any observable illness and to confirm a temperature below 100.4 Fahrenheit prior to entry every day as well as completing a quick and easy verbal questionnaire
- A Camp Nurse will be employed during all camp hours
- Camp screening stations will open in advance of the start of camp to provide enough time for campers to arrive.

Physical/Social Distancing

- Staff and campers will be required to maintain physical/social distancing within their group/pod of 10 as much as feasible. Each group/pod of 10 will be considered as one but social distancing will be encouraged as feasible. Campers will not be able to be in less than 14' of contact with other pods
- Wearing of a face mask will be required for all camp staff and recommended for campers
- Campers will only be permitted to come in contact with other campers in their group/pod of 10 campers and their counselor and/or specialist

Intensified Cleaning & Disinfecting

- Intensified and frequent cleaning, sanitizing, and disinfecting of frequently touched surfaces and shared spaces (restrooms) will occur multiple times per day and between each use for shared objects.
- In addition to on-site bathrooms at the school and at the pond, outdoor portable hand sanitizing stations and/or soap and water will be readily available to campers and staff. All camper hand sanitizing and hand washing will be encouraged and supervised
- Camp staff will carry a supply of hand sanitizer in their waist pack for easy access and use for campers and self during the day

Staff

- In addition to our traditional orientation and training, all camp staff will be required to attend a training specific to COVID-19 health and safety regulations mandated by local, state and national health agencies before working at camp.
- Staff patterns will minimize the movement of staff among groups

Camp Activities

- Archery
- Arts & Crafts

- Canoeing & Kayaking
- Sports & Games
- Nature & Science Experiments
- Free swim
- Campers will also participate in camp songs and creative games!

Additional Information

- Detailed information regarding drop off/pickups, camp activities, and health and safety will be made available in a revised parent handbook made available after June 15
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Staying Safe at Camp: What to Expect

Mansfield Parks and Recreation Staff have been working hard and are ready to welcome your camper this summer in an environment that meets State mandates and guidelines. The camp experience may look different, but rest assured knowing the following efforts are in place to provide the safest camp experience possible for your child(ren) and our staff.

New Pre-Registration Policy

Plan ahead! All campers must be pre-registered with all Additional Camp forms and health forms completed and returned by the Wednesday prior to the desired camp week. This includes forms for inhalers and epi-pens (self administered or otherwise). NO walk up or rolling registrations permitted. Late forms may result in refused admission into camp, and possible registration cancellation without refund. Forms are available at:

<http://mansfieldct.gov/1703/Summer-Camp-Registration-Forms>

Health Screenings



All campers and employees will complete a health screening at the start of each camp day. This will include a temperature check and series of health questions. Parents of children enrolled must sign a consent form detailing that they understand the risks associated with COVID-19.

Wearing of Masks

Counselors and employees are required to wear face coverings.

Campers are encouraged to wear face coverings (from home) as tolerated.



Emphasis on Hygiene



Campers and employees will be encouraged to wash hands often with soap and water for at least 20 seconds (sing your ABC's), especially after using the bathroom, before eating, and after blowing their nose, coughing, or sneezing. Hand sanitizer with at least 60% alcohol will be available when soap and water are not readily accessible.

Surface Disinfecting

Play equipment, eating and activity tables, and any supplies will be cleaned and sanitized in compliance with CDC guidelines between each group use.

Social Distancing



Groups will be limited to 10 people and will remain the same through the duration of the camp program week.



Groups will be at least 14 feet apart from other groups at all times, including during indoor activities. When inside, groups of 10 will be assigned their own designated space



CAMP MANSFIELD GOALS

How We Make Happy Campers

- Create an environment that is in every way healthful and safe, where encouragement, laughter and fun are the norm.
- Nurture each individual's confidence in his/her own strengths and skills, while fostering the discovery and development of new talents.
- Cultivate an atmosphere that promotes the building of healthy relationships with peers.

Staff			
STAFF	POSITION	PHONE EXT	EMAIL
Curt Vincente	Director	6109	Curt.vincente@mansfieldct.org
Jay O'Keefe	Assistant Director	6104	Jay.okeefe@mansfieldct.org
Jennifer Gott	Aquatics Director	6122	Gottjr@mansfieldct.org
Jared Redmond	Camp Director/Recreation Coordinator	6107	jared.redmond@mansfieldct.org

Camp Cell Phones: 860-208-7063 & 860-450-2641

PARENT/GUARDIAN INVOLVEMENT

Parents are always welcome to visit camp. If you wish to visit, we ask that you schedule the visit with the camp staff or if you prefer a more spontaneous visit, we ask that you first check in with the Camp Director or Assistant Director upon arrival for security reasons. We encourage you to speak with your child's counselor and all camp staff frequently. We will send written correspondence home with your child from camp care occasionally if you don't get to see your child's counselor often. **Please do not call the school office.** The school office staff is not responsible for relaying messages to the camp staff. If you call the main parks and recreation number (860-429-3015), the parks and recreation staff will get a message to the camp.

REGISTRATION

All Campers must be pre-registered and have submitted a Required Additional Camp Form.

Participants must be pre-registered to take part in the program. Registration may be done online at mansfieldcc.com or at the Mansfield Community Center. We ask that you register as much in advance as possible. It helps us to determine size of groups and staff assignments when we have that information in advance.

SAMPLE CAMP SCHEDULE

(Camp schedule will be issued the first day of each session)

(We have 3 schedules each session – M/W/F & T/TH & RAINY DAY INDOOR)

	1	2	3	4	5	6	ADV.
9:15	CAMP SONGS & SKITS	NATURE	ARTS & CRAFTS	SPORTS & GAMES	GROUP CHOICE	ARCHERY	NATURE
10:30	SPORTS & GAMES	ARTS & CRAFTS	NATURE	GROUP CHOICE	ARCHERY	GROUP CHOICE	SPORTS & GAMES
11:15	LUNCH & PLAY	LUNCH & PLAY	LUNCH & PLAY	ARTS & CRAFTS	CANOE	ARCHERY	GROUP CHOICE
12:00	NATURE	SPORTS & GAMES	ARCHERY	LUNCH & PLAY	LUNCH & PLAY	LUNCH & PLAY	LUNCH & PLAY
12:45	ARTS & CRAFTS	GROUP CHOICE	GROUP CHOICE	CANOE	ARTS & CRAFTS	GAMES	ARTS & CRAFTS
1:30	FREE SWIM	FREE SWIM	FREE SWIM	ARCHERY	SPORTS & GAMES	ARTS & CRAFTS	ARCHERY
2:15	GROUP CHOICE	CANOE	SPORTS & GAMES	FREE SWIM	FREE SWIM	FREE SWIM	FREE SWIM
3:00							

There will be a modified hill time with each group. Counselors will lead camp song and skits with the campers. Camper challenges will happen within their groups.

ACTIVITIES

Activities at camp include: arts & crafts, sports & games, nature, canoeing/kayaking, archery, free swim and additional age-appropriate activities. Certain specialists will have staff leading activities. Counselors will have a larger role leading activities with the campers.

Activities are thoughtfully planned by our specialists for each activity block. Groups also have the opportunity to choose/create activities with their counselor during group choice periods. Campers will be able to make choices when choosing what special they would like to go to. We want the campers to have the best possible experience at camp and feel that it is empowering for them to select the activities they want to do.

SPECIAL EVENTS

Every Wednesday is Wacky Wednesday. These are camp spirit days (crazy hat day, backwards day, group color, etc.) Details are included in your session packet given on the first day of each session. Every Friday we hold a special event. Examples are: Camp Mansfield's Got Talent, All Camp Birthday Party, Camp Olympics, Beach Party, and more and we always have our Camp Carnival on the last day of Camp Mansfield for the season!

Special events will look different at camp this summer. Campers will participate in special events within their groups of 10.

STAFFING

The Mansfield Parks and Recreation Department takes tremendous pride in our fantastic camp staff. Many of our camp employees have worked in our camp program for several years and were once campers themselves. The camp staff includes professionals, college and high school students. All camp staff members are certified in Standard First Aid, CPR and AED, Bloodborn Pathogens and Epipen/Inhaler Administration. In order to provide the best care for your child, all staff is required to attend pre camp trainings on subjects such as child development, safety, positive disciplining, games and leadership. Staff will also have General COVID-19 Training prior to the start of camp.

Our camper to staff ratio varies by age group and specific group needs or dynamics. The range of ratios begins at 1:5 and does not exceed 1:10. We also have a camp nurse on site from 9am – 3pm daily.

CAMPERS SHOULD BRING THESE THINGS TO CAMP

Backpack or Bag (For Belongings)

Snack (It's a long day and we play hard)

Sneakers or Comfortable Shoes (Should be worn to camp every day, we hike trails that are not sandal friendly)

Bathing Suit

Towel

Change of Clothes (Just in case)

Flip Flops or Water shoes (Optional for pond only)

Sunscreen & Bug Spray (Optional to bring, but should at least be applied at home)

Water bottle

IT'S BETTER IF CAMPERS LEAVE THESE AT HOME

Electronic Games

Cell Phones (if parent requires child to have for emergencies, we prefer that the child be directed to not use the phone during the day unless emergency)

Ipods, MP3, etc

Trading Cards, Toys

Money

Expensive Jewelry

Any Items of Value

MPRD IS NOT RESPONSIBLE FOR ANY LOST, STOLEN OR DAMAGED ITEMS

Lost and found boxes are located in the camp office inside of MMS and at Bicentennial Pond. Please ask camp staff if you're looking for an item. Unclaimed lost and found items are typically donated to charity at the end of each camp session.

SWIMMING/WATER ACTIVITIES

We are lucky to have Bicentennial Pond on the grounds of Camp Mansfield. Weather permitting we swim each day at camp. Free Swim in the afternoon each day. The focus is on safety at the waterfront with lifeguards and camp staff offering constant supervision.

The swim area at Bicentennial Pond will have ropes in the water separating areas for groups to swim. Life guards and staff will enforce safety rules at the waterfront. Campers who do not want to swim will have a designated area on the sand.

SNACKS/LUNCHES

All full-day campers are provided with a choice of bag lunches and a drink each day made by the Mansfield Schools Food Service Department. We suggest packing your child a snack as well, since it is a long day. If you prefer to pack a lunch for your child we ask that lunches and snacks do not require refrigeration and inform your child's counselor. Only refrigeration for special diets can be accommodated. The ½ day Kindergartners are provided with a snack each day. It is also important to send your child with a water bottle each day.

SUN BLOCK

We expect parents to apply sun block prior to children coming to camp. We can assist campers to reapply sun screen (you provide) as needed (typically before and after swimming). Please label lotion containers, and pack in plastic bag within your child's back pack.

SIGN IN/SIGN OUT PROCEDURE

1. **Campers entering grades 6 and under** must have a parent/guardian sign them into camp at the start of each day and sign them out of at the end of each day. Campers are signed in/out with their counselor each day unless they attend camp care. For camp care they are signed in and out with the camp care supervisor. Campers and staff will be temperature checked each day at sign in prior to entering the camp.
2. **Campers entering grades 7 and higher** may sign in/out themselves only (they can't sign for their younger siblings) with advance permission of parent/guardian on the Camper Information Form.
3. Children will not be allowed to leave the camp with anyone other than those listed on the Camper Information Form that must be submitted before the camp session begins. If you plan to have someone (who isn't listed on the registration form or pick-up authorization form), a written note must be presented ahead of time to the camp counselor, assistant camp director or camp director.
4. Until the camp staff gets to know you, they may ask for identification. Please understand that this is to ensure the safety of all the children.

DROP OFF/PICK UP

Drop off and pick up takes place behind Mansfield Middle School. The MMS parking lot (on right side) when pulling into the school. Camp Care drop off and pick up is also on the right side of the school when pulling in. There will be signs to point you in the right direction. Regular Camp drop off and pick up is behind MMS (near portables). Camp begins at 9 a.m. and concludes at 3 p.m. **Drop off is from 9-9:15 a.m. and pick up is from 3-3:15 p.m.** In the event of rain, drop off and pick up will be in the Mansfield Middle School gym.

CAMP CARE

Before and after camp care will not be offered this summer due to groups of 10 not allowed to mix with other campers.

CAMPER EXPECTATIONS

To assist with making each child's experience a positive one at Camp Mansfield, we ask all campers and parents to become familiar with the following rules and expectations. Counselors and campers will go over camp rules and expectations during the orientation period on the first day of each session.

1. **RESPECT**—Agreement among campers and staff to be respectful to everyone at camp.
2. **COOPERATION**—Agreement among campers and staff to participate in (unless special circumstance) all activities and play cooperatively together.
3. **SAFETY**—Agreement among campers and staff to adhere to all safety and behavioral rules of the camp.

BASIC CAMP RULES

We talk about 3 Basic Camp Rules when we meet as an entire group:

1. Have Fun! 2. Be Nice! 3. Have Fun!

Rule 2 covers being nice to ourselves, fellow campers, the staff, our facilities, our equipment, our families, our environment, you know golden rule stuff.

Rules 1&3 are hopefully self-explanatory!

Each group then sets their own "Group Agreements" for the session with the guidance of their counselor. The following list is some more detail of our behavior expectations.

- No jokes or remarks intended to devalue or harm another person.
- No bullying of other campers or staff members.
- No open defiance of the authority of camp staff, by camper, including verbal abuse. Campers must follow all common rules of the camp.
- No causing or attempting to cause damage to public and/or personal property; or stealing or attempting to steal public and/or personal property.
- No possession or transportation of any dangerous objects or weapons.

- Campers will not be allowed to leave until a parent/guardian signs the child out of our log book. If child is walking home or being picked up by a person other than people authorized on the campers' additional camp form, parents must notify the group leader in writing. Children who are in 6th grade and under will not be allowed to walk home.
- **Campers should not be sent to camp** with any of the following health concerns without written approval from a Physician: Chicken Pox, Hepatitis A, Impetigo, Infectious Conjunctivitis (Pink Eye), infectious diarrhea, lice, ringworm, scabies, strep throat, high fever, repeated vomiting or upset stomach, complaint of serious pains, or simply appear too sick to participate in the full camp day.
- ***Medication requests will not be self-administered or by Camp Personnel.*** The camp nurse will determine whether the medication can be administered at camp and parents will be contacted. Parents/guardians may elect to have campers self-administer medication provided there is a completed Self Medication Form including a written medical order from a Licensed Physician, Physician's Assistant, or Advanced Practice Registered Nurse and parent/guardian signature.
- ***Campers with Special Needs:*** If your child has need for special accommodations to assist in providing a positive camp experience, please complete a **Special Assistance Request Form** and provide any additional information necessary. The information on this form is confidential and will be used to assist staff. We strongly encourage you to accurately complete and return this form to the Mansfield Parks & Recreation Department, attention to Jared Redmond. Forms must be submitted at least 15 days prior to start of camp. Parents/Guardians may be contacted for additional information.

WE MAKE HAPPY CAMPERS!

Thank you for choosing Camp Mansfield this summer! We look forward to the opportunity to make your child into one of our happy campers. Please feel free to contact the Parks and Recreation Department If you have any questions, concerns or feedback.